



BETHEL SCHOOL BOARD MEETING

Hybrid Meeting hosted from the District Office - 4640 Barger Drive

Wednesday, August 28, 2024 – 6:00 p.m.

Join Zoom:

https://bethel-k12-or-us.zoom.us/j/89834695350?pwd=FS_tTjTiqP_fqg2wrBpjz8edrLxWUw.OmQ1aG8_a53n0zhV

Passcode: 004659

Or

Phone number to listen: 1.253.215.8782

Webinar ID: 898 3469 5350

Passcode: 004659

AGENDA

1. Call to Order

Caleb Clark, Chair

2. Pledge of Allegiance

3. Approval of Work Session Notes & Minutes

4. Delegations and Visitors

Public comment will be taken in-person, via Zoom, or in writing.

- For in-person comments, please complete the Intent to Speak card prior to the start of the board meeting.
- For comments via Zoom, please complete [this form](#) prior to the start of the board meeting.
- Written comments to the board can be submitted anytime at publiccomment@bethel.k12.or.us. Board members will have access to written public comments submitted by noon the day of the board meeting.

5. Board Business

A. Superintendent's Report – 20 minutes

- a. Evaluation Process

B. Policy Update, 1st Reading – 20 minutes

- a. BB – Policies Relating to the School Board – *Updated to reflect new language*
- b. GBCBA – Drug and Alcohol Abuse by Employees – *No changes*
- c. GBNAA/JHFF – Reporting Requirements for Suspected Sexual Conduct with Students – *Updated to reflect new language*
- d. JHFF/GBNAA – Reporting Requirements for Suspected Sexual Conduct with Students – *Updated to reflect new language*
- e. GCAB – Personal Electronic Devices and Social Media - Staff – *Updated to reflect new language*
- f. GCBDD – Sick Time – *Updated to reflect new language*

- g. GBC – Staff Ethics – *No changes*
- h. GBH/JECAC – Staff/Student/Parent Relations – *Updated to reflect new language*
- i. JECAC/GBH - Staff/Student/Parent Relations – *Updated to reflect new language*
- j.

C.

6. Consent Agenda

Personnel Action

Resolution No. 3

7. Action Items

A. Adopt policies GBC and GBCBA

Resolution No. 4

B. Adopt 2024-2025 Board Priorities

Resolution No. 5

C.

8. Information and Discussion

A. Willamette CTE Building Dedication & Ribbon Cutting, Thursday, August 29, 11am

B. UW Annual Community Breakfast, Thursday, September 12, 7:30am, Venue 252

C. OSBA Fall Regional Legislative Roadshow, Tuesday, October 15, 6:00pm, Lane ESD

D. Annual BEF Advocacy Breakfast, Friday, October 25, 7:30am, WHS Cafeteria

E. OSBA Annual Convention, November 8-9, Portland Marriott Downtown Waterfront Hotel

F.

9. Board Activity Update

A.

10. Review of Next Meeting: Wednesday, September 11, 2024, at 6:00 p.m.

A. July/August Financial Statement: Andrea Belz

B. Superintendent's Report

C. Board Policies Up for Periodic Review

D.

11. Adjournment

MINUTES
BETHEL SCHOOL DISTRICT #52
BOARD OF DIRECTORS
JUNE 24, 2024

The June 24, 2024 meeting of the Board of Directors was held in person and was remotely accessible via Zoom Webinar.

ATTENDANCE

Board Members: Caleb Clark, Debi Farr, Drae Charles, Paul Jorgensen, and Chair, Robin Zygaitis

Absent: Ashley Espinoza and Curt Nordling

District staff and presenters: Superintendent Sproles, Alisha Dodds, Jill Robinson-Wolgamott, Andrea Belz, and Molly Lucas

CALL TO ORDER

Chair Zygaitis called the June 24, 2024 meeting of the Board of Directors to order at 6:32 p.m.

PLEDGE OF ALLEGIANCE

Director Jorgensen led the Pledge of Allegiance.

ACTION ON MINUTES

Chair Zygaitis presented the Minutes from the May 15, 2024 Budget Committee Meeting and the June 10, 2024 Board Meeting and asked for additions or corrections. Hearing none, the Board approved both sets of Minutes as submitted.

2024-2025 BUDGET HEARING

ATTENDANCE

Board Members: Caleb Clark, Debi Farr, Drae Charles, Paul Jorgensen, and Chair, Robin Zygaitis

Absent: Ashley Espinoza and Curt Nordling

District staff and presenters: Superintendent Sproles, Alisha Dodds, Jill Robinson-Wolgamott, Andrea Belz, and Molly Lucas

CALL TO ORDER

Chair Zygaitis called the 2024-2025 Budget Hearing to order at 6:33 p.m.

COMMUNITY INPUT AND BOARD DISCUSSION OF 2023-2024 BUDGET

Chair Zygaitis opened the meeting for public comment and Board discussion on the 2024-2025 Proposed Budget. There was no public comment or Board discussion.

ADJOURNMENT

Chair Zygaitis adjourned the Budget Hearing at 6:33 p.m.; the Regular Session of the Board Meeting resumed.

MINUTES

BETHEL SCHOOL DISTRICT #52

BOARD OF DIRECTORS

JUNE 24, 2024

Superintendent Sproles expressed his appreciation for the budget preparation and leadership of Business Services Director Andrea Belz.

DELEGATIONS AND VISITORS

None

SUPERINTENDENT'S REPORT

Instructional Hours Review: Jill Robinson-Wolgamott

Director of Teaching and Learning for Elementary Jill Robinson-Wolgamott reviewed projected instructional hours for the 2024-25 school year. She noted that the district is aware of being out of compliance with physical education minutes for the 2024/25 school year at the secondary level and that will be reported to ODE.

Superintendent's Report

Superintendent Sproles spoke of how the district received \$1.15 million in funding for our summer school program, partially due to the district's focus on literacy and deep involvement in the community around district literacy efforts. The funds allowed the program to expand from approximately 100 students to approximately 360, along with expanding from a K-2nd grade program to K-3rd grade.

Superintendent Sproles spoke of the additional support the funds from ODE are providing, including the expansion, for the summer reading program. He shared there are about 40 students taking part in a tour this week of universities around Oregon. In addition, the Black Student Union at Willamette received a two-year grant, which will allow them to visit museums and some historically black colleges and universities around the country. He also spoke of a variety of credit recovery classes taking place at Willamette and Kalapuya, along with CTE classes, sports, drama, debate, farm camp, trail crew, and construction crew.

Superintendent Sproles shared at an administrator retreat last week, the group discussed several aspects of their work, including needing to listen to the people that are impacted by our decisions. He discussed ways that can happen, the importance of equity not living on a shelf and how he will ask the board for data sets they will want to focus on next year.

Superintendent Sproles shared that at the COSA conference, he attended a session of how to create more public engagement at meetings and would like to discuss in the future. He said it could help lay the groundwork for people who might want to serve on the board in the future and it is important to evaluate if the district is creating any barriers to families attending meetings. The board discussed some different ideas and concerns, including maybe board members attending PTO meetings.

Policy Update, 1st Reading

Superintendent Sproles reported on and answered questions from the Board regarding the following Board policy:

JGAB – Use of Restraint and Seclusion – *Updated to reflect new language*

MINUTES
BETHEL SCHOOL DISTRICT #52
BOARD OF DIRECTORS
JUNE 24, 2024

Superintendent’s 2023-2024 Performance Evaluation

Director Farr expressed her appreciation for how the letter was compiled and thanked Chair Zygaitis for the content she provided. Superintendent Sproles shared that the Board deliberated extensively about his evaluation, including looking at the district strategic plan and what has been accomplished. He thanked the Board for taking his evaluation seriously and the thought that went into it. He expressed his gratitude for the work that is being done and the setting the foundation for a transformational school district, along with the evaluation and the contract. He conveyed he believes in this work and is where he should be, surrounded by the people he should be surrounded by, expressing his appreciation for the board members. Director Jorgensen shared a similar sentiment and that it is a great working relationship.

CONSENT AGENDA

Resolution No. 59 – Personnel Action

Motion: Caleb Clark moved, Paul Jorgensen seconded, to approve the Consent Agenda as specified below.

#	Name	Type	Description
1.	Berry, Michael	Hire for 2024-25	Offer 2 nd Year Probationary Contract for 1.0 FTE Behavior Consultant @District Office; start date: 8/26/2024.
2.	Cleland, Ely	Hire/Temporary Hire for 2024-25	Offer 2 nd Year Probationary Contract for .67 FTE Choir Teacher @Willamette and offer Temporary Contract for .33 FTE Choir Teacher @Shasta; start date: 8/26/2024.
3.	Gordon, Kyle	Resignation	Accept resignation effective the end of the 2023-24 school year; position held: Resource Teacher @Cascade; 11 years at Bethel.
4.	Guldager, Christine	Temporary Hire for 2024-25	Offer 1 st Year Temporary Contract for 1.0 FTE Math Teacher @Willamette; start date: 8/26/2024.
5.	Hansen, Kelli	Temporary Hire for 2024-25	Offer 2 nd Year Temporary Contract for 1.0 FTE Middle School Resource Teacher @Meadow View; start date: 8/26/2024.
6.	Kindle, Shaelyn	Additional Temporary Hours for 2024-25	Offer Temporary Contract for additional .5 FTE Title Teacher @Clear Lake; total: 1.0 FTE.
7.	McCabe, Rob	Temporary FTE Reduction	Approve temporary reduction of FTE from 1.0 FTE to .67 FTE for the 2024-25 school year; position: Music Teacher @Meadow View.

MINUTES
BETHEL SCHOOL DISTRICT #52
BOARD OF DIRECTORS
JUNE 24, 2024

8.	Mohammed, Sydney	Infant Care Leave	Approve .5 FTE Infant Care Leave for the 2024-25 school year; Position: 3 rd Grade Teacher @Prairie Mountain.
9.	Roper, Matthew	Resignation	Accept resignation effective the end of the 2023-24 school year; position held: Science Teacher @Shasta; 1 year at Bethel.
10.	Stroup, Janay	Administrative Hire for 2024-25	Offer 3 rd Year Administrator Contract for Assistant Principal @Willamette; Education: BS/ MED/MS – UO; Experience: Assistant Principal, Willamette, 1 year; Principal, Kalapuya, 1 year; Resource Teacher, Kalapuya, 9 years; SPED Teacher, Kalapuya through Lane ESD, 1 year; Juvenile Counselor/SPED Case Manager, MLK Education Center/Lane County Department of Youth Services, 7 years; Group Worker, Phoenix Treatment Program/Lane County Department of Youth Services, 6 years; Start Date: 7/29/2024.

Motion Passed, 5-0

Absent: Ashley Espinoza and Curt Nordling

ACTION ITEMS

Resolution No. 60 – Adopt Policies: DJC, DN, and EBCB

Motion: Debi Farr moved, Caleb Clark seconded, to adopt the following Board policies:

DJC – Bidding Requirements – *Updated to reflect new language*

DN – Disposal of District Property – *Updated to reflect new language*

EBCB – Emergency Procedure Drills and Instruction – *Updated to reflect new language*

Motion Passed, 5-0

Absent: Ashley Espinoza and Curt Nordling

Resolution No. 61 – Approve Removal of Policy DJCA

Motion: Caleb Clark moved, Debi Farr seconded, to approve removal of the following Board Policy:

DJCA – Personal Service Contracts

The Board discussed removal of Board Policy DJCA.

Motion Passed, 5-0

Absent: Ashley Espinoza and Curt Nordling

**MINUTES
BETHEL SCHOOL DISTRICT #52
BOARD OF DIRECTORS
JUNE 24, 2024**

Resolution No. 62 – Approve Additional Instructional Hours under OAR 581-022-2320

Motion: Caleb Clark moved, Robin Zygaitis seconded, to approve in its calculation of instructional time required under OAR 581-022-2320 the inclusion of:

- Up to 60 hours of recess for grades K-3,
- Up to 30 hours of professional development,
- Up to 30 hours for parent teacher conferences.

Motion Passed, 5-0

Absent: Ashley Espinoza and Curt Nordling

Resolution No. 63 – Budget Transfers for 2023-2024

Motion: Paul Jorgensen moved, Caleb Clark seconded, to transfer appropriations for the 2023-2024 fiscal year as listed on the Resolution. *(See Resolution No. 63 for details.)*

Motion Passed, 5-0

Absent: Ashley Espinoza and Curt Nordling

Resolution No. 64 – Adopt 2024-2025 Budget in the sum of \$170,579,658

Motion: Debi Farr moved, Caleb Clark seconded, to adopt the 2024-2025 budget as presented.

GENERAL FUND (100)	\$91,928,343
SPECIAL REVENUE FUND (200)	23,818,863
DEBT SERVICE FUND (300)	11,405,208
CAPITAL PROJECTS FUND (400)	41,365,024
INTERNAL SERVICE FUND (600)	97,227
FIDUCIARY FUND (700)	<u>1,964,993</u>
 TOTAL	 \$170,579,658

Motion Passed, 5-0

Absent: Ashley Espinoza and Curt Nordling

Resolution No. 65 – Appropriates the amount shown for the purposes indicated within the funds listed for the fiscal year beginning July 1, 2024

Motion: Caleb Clark moved, Debi Farr seconded, to make appropriations listed on the Resolution. *(See Resolution No. 65 for details.)*

Motion Passed, 5-0

Absent: Ashley Espinoza and Curt Nordling

Resolution No. 66 – Imposing and Categorizing Taxes

Motion: Paul Jorgensen moved, Caleb Clark seconded, to impose taxes provided for in the adopted budget at the rate of \$4.5067 per \$1,000 of assessed value for operations and in the amount of \$6,966,282 for bonds; and that these taxes are hereby imposed and categorized for tax year 2024-2025 upon the assessed value of all taxable property within the district.

MINUTES

BETHEL SCHOOL DISTRICT #52

BOARD OF DIRECTORS

JUNE 24, 2024

	<u>EDUCATION</u>	<u>EXCLUDED FROM LIMITATION</u>
General Fund	\$4.5067/\$1,000	
Debt Service Fund		\$6,966,282

Motion Passed, 5-0

Absent: Ashley Espinoza and Curt Nordling

Resolution No. 67 – Approve Letter to Lane ESD

Motion: Caleb Clark moved, Paul Jorgensen seconded, to approve the letter addressed to Lane ESD as presented and authorizes that the letter be sent to Lane ESD via US Mail on behalf of the Board.

The Board discussed the letter to Lane ESD, expressing both appreciation for the concerns brought forward and the final version.

Motion Passed, 5-0

Absent: Ashley Espinoza and Curt Nordling

Resolution No. 68 – Adopt Superintendent’s 2023-2024 Performance Evaluation

Motion: Debi Farr moved, Paul Jorgensen seconded, to adopt Superintendent Kraig Sproles’ 2023-2024 Performance Evaluation, as presented.

Motion Passed, 5-0

Absent: Ashley Espinoza and Curt Nordling

Chair Zygaitis said Superintendent Sproles helps the board do better for our students and Director Farr shared Superintendent Sproles inspires the board to be more and do more, setting a good example.

Resolution No. 69 – Approve 2024-2027 Superintendent Contract

Motion: Caleb Clark moved, Robin Zygaitis seconded, to approve a July 1, 2024 – June 30, 2027 contract for Superintendent Kraig Sproles, with changes to the current contract as presented. The Board discussed some terms and clarified some aspects of the contract.

Motion Passed, 5-0

Absent: Ashley Espinoza and Curt Nordling

INFORMATION AND DISCUSSION

- A. Kalapuya High School Graduation Review. The Board shared highlights of Kalapuya’s 2024 graduation.
- B. OSBA 2024 Annual Convention, November 7-9, Portland Marriott Downtown Waterfront Hotel

BOARD ACTIVITY UPDATE

None

REVIEW OF NEXT MEETING: MONDAY, JULY 1, 2024, AT 6:30 P.M.

WORK SESSION

- A. 2024-2025 Committee Assignments

REGULAR SESSION – Immediately following the Work Session, at approximately 7:00 p.m.

- A. Election of Officers
- B. Annual Resolution

MINUTES

BETHEL SCHOOL DISTRICT #52

BOARD OF DIRECTORS

JUNE 24, 2024

- C. Superintendent's Report
- D. Board Policies Up for Periodic Review

ADJOURNMENT

There being no further business to bring before the Board, Chair Zygaitis adjourned the meeting at 8:09 p.m.

Clerk – Kraig Sproles
mil

Chair

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BETHEL SCHOOL DISTRICT #52
BOARD OF EDUCATION POLICY STATEMENT

Subject: **Policies Relating to the School Board**

Policy Number: **BB** Effective Date: **9/2024**

Date of Original Policy and Revisions: **1/84, 5/91, 9/94, 11/99, 9/05, 10/08, 7/13, 12/15, 10/19, 5/21**

Cancels Policy No.: **N/A** Dated: **N/A**

Date of Next Review: **9/2027**

POLICY

FUNCTIONS OF THE SCHOOL BOARD

The School Board is responsible for the establishment and operation of the local public schools. It derives its powers legally from the State of Oregon (ORS 332.072-332.107). It is an agent of the state and also of the people of the District it serves. Its powers and duties are described in and limited to the provisions of Oregon law, Oregon Board of Education rules and regulations, and the will of the patrons of the District as represented by the School Board.

The functions of the School Board as it carries out these policies are:

1. Policy Making - The School Board determines what policies are necessary, delegates to the Superintendent the responsibility for putting policies and plans into operation, and provides for financial means for their successful achievement.
2. Executive - The School Board shall name a Superintendent or administrator as the executive officer and authorize the administration to establish administrative rules and procedures as necessary to implement School Board policies and pertinent state laws and to ensure the orderly operation of the District in carrying out its mission.
3. Appraisal or Evaluation - The School Board, through careful consideration of staff input, seeks to determine the effectiveness of school and system operations and the quality of the educational program.
4. Judicial - The School Board has the responsibility for making judgments regarding the protection of the rights of individuals and for the proper administration of the policies and programs of the District.

INTERNAL ORGANIZATION

Officers

The officers of the School Board shall be a chairperson and a vice chairperson.

Methods of Election

Chairperson - The members of the School Board shall elect a chairperson from members at the organizational meeting. No member shall serve as a chairperson for more than two years in succession.

Vice Chairperson - The vice chairperson shall be elected by the members of the School Board at its organizational meeting.

BETHEL SCHOOL DISTRICT #52 BOARD OF EDUCATION POLICY STATEMENT

Duties

The chairperson shall preside at all meetings of the School Board, decide questions of order, and appoint all committees unless otherwise directed by the School Board. The chairperson shall have the same right as other members to offer resolutions, to make motions, or second motions, to discuss questions and to vote thereon.

The chairperson shall call special meetings of the School Board.

The chairperson shall sign official District documents that require the signature of this office.

The vice chairperson shall act in the chairperson's capacity when the chairperson is absent.

Student Representative to the Board of Directors

Representatives from the Willamette High School and Kalapuya High School student body will attend all regular sessions of the Board to provide advice to the Board on matters being considered and to report on activities and issues at Willamette High School and Kalapuya High School.

Annual Organizational Meeting

The organizational meeting of a new fiscal year shall be conducted at the first meeting in July. At the organizational meeting, the School Board shall act on the following:

- a. Election of officers
- b. Appoint and set the retainer fee for the school attorney
- c. Select a depository for the District's funds
- d. Appoint a school clerk, a deputy clerk, and a secretary
- e. Establish the day, time, and place for the regular School Board meetings.

Agenda

The agenda shall be prepared by the Superintendent of Schools and mailed or delivered to Board members at least three (3) days prior to the meeting. Any staff member or patron of the District may, by request, place items on the agenda. The order of business, unless altered by the consent of the School Board members, shall be as follows:

1. Call to Order by Chairperson
2. Pledge of Allegiance by Vice Chairperson or Designee
3. Action on Minutes
4. Student Presentations as Scheduled
5. Delegations and Visitors
6. Superintendent's Report Board Business
7. Consent Items
8. Action Items
 - a.
 - b.
 - c.
9. Information and Discussion
 - a.
 - b.
 - c.
10. Board Activity Update
11. Executive Session
12. Return to Regular Session
13. Adjournment

BETHEL SCHOOL DISTRICT #52
BOARD OF EDUCATION POLICY STATEMENT

Rules of Order

Parliamentary procedures not provided by these rules and regulations shall be determined by Roberts Rules of Order, Newly Revised. A majority of the Board shall constitute a quorum to transact business.

Voting Method

All voting shall be by voice roll call vote. The order of roll call shall be changed at each Board meeting by rotating the first name to the last at each succeeding meeting.

Minutes

Minutes of the School Board meeting shall be mailed or delivered to members along with the agenda of the next regular meeting. The minutes of the preceding meeting shall be approved by the School Board and signed by the chairperson and clerk as the first act of the regular meetings. A copy of all motions shall be carefully recorded. The names of those who make motions and those who second motions shall be recorded. The official minutes shall be kept in an appropriate binder and stored in the Administration Building.

Attendance at Conferences

In order to be better informed about local, state, and national educational practices, problems, and issues, the School Board members are urged to attend and participate actively in meetings of the Oregon School Boards Association and other educational meetings of general interest. In order to be able to make decisions concerning attendance, the Superintendent shall inform the School Board of important School Board Association meetings to be held during the school year.

School District Attendance Areas

The attendance areas shall be decided as the need dictates.

REPORTS

ATTACHMENTS

END OF POLICY

REFERENCES / COMMENTS

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**BETHEL SCHOOL DISTRICT #52
BOARD OF EDUCATION POLICY STATEMENT**

Subject: Drug and Alcohol Abuse by Employees

Policy Number: GBCBA Effective Date: 8/2024

Date of Original Policy and Revisions: 10/90, 1/95, 1/00, 2/06, 1/09, 10/11, 4/15, 5/18

Cancels Policy No.: N/A Dated: N/A

Date of Next Review: 8/2027

POLICY

The Board believes that all students have the right to learn in an atmosphere that is conducive to their success. The abuse of drugs and alcohol by employees will have a deleterious effect on the ability of the student to learn and on the ability of the staff to provide a meaningful educational program. The District intends to provide a safe work environment and encourage personal health. With respect to the use and abuse of chemicals, all District employees are responsible to act as role models for students.

Prohibited Conduct

The possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of the District's activities is prohibited. The possession or distribution of drug paraphernalia associated with illegal drug use or of "look-alike" substances that are represented or purported to be illegal or controlled substances is also prohibited.

Any employee who admits to or who is observed to be under the influence of alcohol or illegal drugs while at work or who possesses, sells, trades, or offers for sale illegal drugs may be subject to disciplinary action up to and including recommendation for dismissal and a referral for possible prosecution.

- a. "Drugs" shall include any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance. Alcohol shall include any form of alcohol for consumption, including beer, wine, wine coolers, or liquor.
- b. "Workplace" shall mean the site for the performance of work done for the District. This includes any District building or any District-approved vehicle (including the employee's own vehicle) used to transport students or fellow employees to and from school or school activities, or to transport fellow workers to and from different work sites; and off-school property during any District-sponsored activity or District-approved activity, event or function, such as field trip or athletic event, where students are under the jurisdiction of the District.

Prescription Medication

Any employee who is under the treatment of a physician and who must bring prescription medicines to the workplace shall carry the medicines in the original container bearing the name of the drug, the name of the physician, and the prescribed dosage.

Reporting the Use or Presence of Drugs or Alcohol

Any employee who is aware of the use of drugs or alcohol by employees or the presence of controlled substances on District property, in District vehicles, or at school-sponsored activities should bring such information to the attention of a supervisor or the Superintendent or designee.

BETHEL SCHOOL DISTRICT #52
BOARD OF EDUCATION POLICY STATEMENT

Employee Counseling

It is the responsibility of the employee's supervisor to counsel with an employee and/or refer the employee to the Superintendent or designee for appropriate counseling whenever changes in performance are observed that suggest an employee may have a problem with drugs or alcohol. The supervisor or the Superintendent or designee may suggest that the employee voluntarily seek help.

Awareness

The administration will distribute copies of this policy to each employee annually and will periodically provide information about the dangers of drug and alcohol abuse in and outside the workplace.

The District shall develop a list of appropriate community agencies and service providers who are qualified to meet personnel needs regarding alcohol or other substance abuse, and will make the list available to employees.

REPORTS

None.

ATTACHMENTS

None.

END OF POLICY

REFERENCES / COMMENTS

None.

**BETHEL SCHOOL DISTRICT #52
BOARD OF EDUCATION POLICY STATEMENT**

Subject: **Reporting Requirements for Suspected Sexual Conduct with Students and Reporting Requirements**

Policy Number: **GBNAA/JHFF** Effective Date: **9/2024**

Date of Original Policy and Revisions: **2/20,**

Cancels Policy No.: **JHFF** Dated: **12/09, 12/11, 1/14, 12/18**

Date of Next Review: **9/2027**

POLICY

Sexual conduct, ~~as defined by this policy,~~ by District employees, contractors¹, agents², and volunteers³ is prohibited and will not be tolerated. All District employees, contractors, agents, and volunteers are subject to this policy. Students are also subject to this policy if they are acting as an employee, contractor, agent or volunteer.

“Sexual conduct,”⁴ means verbal or physical conduct or verbal, written or electronic communications by a school employee, a contractor, an agent or a volunteer that involve a student and that are sexual advances or requests for sexual favors directed toward the student, or of a sexual nature that are directed toward the student or that have the effect of unreasonably interfering with a student’s educational performance, or of creating an intimidating, or hostile or offensive educational environment. “Sexual conduct” does not include touching or other physical contact that is necessitated by the nature of the school employee’s job duties or by the services required to be provided by the contractor, agent, or volunteer, and for which there is no sexual intent; verbal, written, or electronic communications that are provided as part of an education program that meets state educational standards or a policy approved by the Board; or conduct or communications described in the definition of sexual conduct herein if the school employee, contractor, agent, or volunteer is also a student and the conduct or communications arise out of a consensual relationship between students, do not create an intimidating or hostile educational environment and are not prohibited by law, any policies of the District, or any applicable employment agreements.

“Student” means any person who is in any grade from prekindergarten through grade 12 or 21 years of age or younger and receiving educational or related services from the District that is not a post-secondary institution of education, or who was previously known as a student by the person engaging in sexual conduct and who left school or graduated from high school within 90 days prior to the sexual conduct.

The District will post in each school building the names and contact information of the employees designated for the respective school buildings to receive reports of suspected sexual conduct and the procedures the designee will follow upon receipt of the report.

¹ “Contractor” means a person providing services to the District under a contract in a manner that requires the person to have direct, unsupervised contact with students.

² “Agent” means a person acting as an agent for the District in a manner that requires the person to have direct, unsupervised contact with students.

³ “Volunteer” means a person acting as a volunteer for the District in a manner that requires the person to have direct, unsupervised contact with students.

⁴ This definition of “sexual conduct” affects all conduct that occurs before, on or after June 23, 2021, for purposes of reports that are made, investigations that are initiated, or a collective bargaining agreement, an employment contract, an agreement for resignation or termination, a severance agreement or any similar contract or agreement entered into, on or after June 23, 2021.

**BETHEL SCHOOL DISTRICT #52
BOARD OF EDUCATION POLICY STATEMENT**

Any District employee, contractor, agent or volunteer who has reasonable cause to believe that a student has been subjected to sexual conduct by another District employee, contractor, agent or volunteer, or that another District employee, contractor, agent or volunteer has engaged in sexual conduct with a student shall immediately report such suspected sexual conduct to the designated licensed administrator or the alternate designated licensed administrator, in the event the designated administrator is the suspected perpetrator, for their school building. If the conduct also constitutes child abuse, the employee must make mandatory reports in accordance with Board policy GBNAB/JHFE – Suspected Abuse of a Child Reporting Requirements.

If the Superintendent is the alleged perpetrator the report shall be submitted to the Human Resources Director who shall report the suspected sexual conduct to the Board chair.

If an employee fails to report suspected sexual conduct or fails to maintain confidentiality of records, the employee will be disciplined up to and including dismissal.

When the a designated licensed administrator receives a report of suspected sexual conduct by a District employee, contractor, agent or volunteer, the administrator will follow procedures established by the District and set forth in the District's administrative regulation JHFF/GBNAA/JHFF-AR - Suspected Sexual Conduct Report Procedures and Form. All such reports will be reported to the Oregon Department of Education (ODE) or Teacher Standards and Practices Commission (TSPC) as appropriate, for investigation in accordance with such administrative regulation. The agency receiving a report will complete an investigation regardless of any changes in the relationship or duties of the person who is the alleged perpetrator.

When there is reasonable cause to support the report, a District employee suspected of sexual conduct shall be placed on paid administrative leave pending an investigation and the District will take necessary actions to ensure the student's safety.

When there is reasonable cause to support the report, a District contractor, agent or volunteer suspected of sexual conduct shall be removed from providing services to the District and the District will take necessary actions to ensure the student's safety.

The District will notify, as allowed by state and federal law, the person who was subjected to the suspected sexual conduct about any actions taken by the District as a result of the report.

A District employee, contractor or agent will not assist another District employee, contractor or agent in obtaining a new job if the individual knows, or has reasonable cause to believe the District employee, contractor or agent engaged in sexual conduct. Nothing in this policy prevents the District from disclosing information required by law or providing the routine transmission of administrative and personnel files pursuant to law.

The initiation of a report in good faith about suspected sexual conduct may not adversely affect any terms or conditions of employment or the work environment of the person who initiated the report or who may have been subject to sexual conduct. If a student initiates a report of suspected sexual conduct by a District employee, contractor, agent or volunteer in good faith, the student will not be disciplined by the District or any District employee, contractor, agent or volunteer.

The District will provide to employees at the time of hire, or to a contractor, agent or volunteer at the time of beginning service for the District, the following:

**BETHEL SCHOOL DISTRICT #52
BOARD OF EDUCATION POLICY STATEMENT**

1. A description of conduct that may constitute sexual conduct;
2. A description of the investigatory process and possible consequences if a report of suspected sexual conduct is substantiated; and
3. A description of the prohibitions imposed on District employees, contractors and agents when they attempt to obtain a new job, pursuant to ORS 339.378(2).

All District employees are subject to Board policy GCAB - Personal Electronic Devices and Social Media - Staff regarding appropriate electronic communications with students.

Any electronic communications with students by a contractor, agent or volunteer for the District will be appropriate and only when directed by District administration. When communicating with students electronically regarding school-related matters, contractors, agents or volunteers shall use District e-mail using mailing lists and/or other internet messaging approved by the District to a group of students rather than individual students or as directed by District administration. Texting or electronically communicating with a student through contact information gained as a contractor, agent or volunteer for the District is prohibited.

The Superintendent shall develop administrative regulations to implement this policy and to comply with state law.

REPORTS

None.

ATTACHMENTS

None.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)
[ORS 339.370 - 339.400](#)
[ORS 419B.005 - 419B.045](#)

Senate Bill 155 (2019)

Every Student Succeeds Act, 20 U.S.C. § 7926 (2018).

House Bill 2136 (2021).
Senate Bill 51 (2021).

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**BETHEL SCHOOL DISTRICT #52
BOARD OF EDUCATION POLICY STATEMENT**

Subject: **Reporting Requirements for Suspected Sexual Conduct with Students and Reporting Requirements**

Policy Number: **JHFF/GBNAA** Effective Date: **9/2024**

Date of Original Policy and Revisions: **2/20**

Cancels Policy No.: **JHFF** Dated: **12/09, 12/11, 1/14, 12/18, 2/20**

Date of Next Review: **9/2027**

POLICY

Sexual conduct, ~~as defined by this policy,~~ by District employees, contractors¹, agents², and volunteers³ is prohibited and will not be tolerated. All District employees, contractors, agents, and volunteers are subject to this policy. Students are also subject to this policy if they are acting as an employee, contractor, agent or volunteer.

“Sexual conduct,”⁴ means verbal or physical conduct or verbal, written or electronic communications by a school employee, a contractor, an agent or a volunteer that involve a student and that are sexual advances or requests for sexual favors directed toward the student, or of a sexual nature that are directed toward the student or that have the effect of unreasonably interfering with a student’s educational performance, or of creating an intimidating, or hostile or offensive educational environment. “Sexual conduct” does not include touching or other physical contact that is necessitated by the nature of the school employee’s job duties or by the services required to be provided by the contractor, agent or volunteer, and for which there is no sexual intent; verbal, written, or electronic communications that are provided as part of an education program that meets state educational standards or a policy approved by the Board; or conduct or communications described in the definition of sexual conduct herein if the school employee, contractor, agent, or volunteer is also a student and the conduct or communications arise out of a consensual relationship between students, do not create an intimidating or hostile educational environment and are not prohibited by law, any policies of the District, or any applicable employment agreements.

“Student” means any person who is in any grade from prekindergarten through grade 12 or 21 years of age or younger and receiving educational or related services from the District that is not a post-secondary institution of education, or who was previously known as a student by the person engaging in sexual conduct and who left school or graduated from high school within 90 days prior to the sexual conduct.

The District will post in each school building the names and contact information of the employees designated for the respective school buildings to receive reports of suspected sexual conduct and the procedures the designee will follow upon receipt of the report.

¹ “Contractor” means a person providing services to the District under a contract in a manner that requires the person to have direct, unsupervised contact with students.

² “Agent” means a person acting as an agent for the District in a manner that requires the person to have direct, unsupervised contact with students.

³ “Volunteer” means a person acting as a volunteer for the District in a manner that requires the person to have direct, unsupervised contact with students.

⁴ This definition of “sexual conduct” affects all conduct that occurs before, on or after June 23, 2021, for purposes of reports that are made, investigations that are initiated, or a collective bargaining agreement, an employment contract, an agreement for resignation or termination, a severance agreement or any similar contract or agreement entered into, on or after June 23, 2021.

**BETHEL SCHOOL DISTRICT #52
BOARD OF EDUCATION POLICY STATEMENT**

Any District employee, contractor, agent or volunteer who has reasonable cause to believe that a student has been subjected to sexual conduct by another District employee, contractor, agent or volunteer, or that another District employee, contractor, agent or volunteer has engaged in sexual conduct with a student shall immediately report such suspected sexual conduct to the designated licensed administrator or the alternate designated licensed administrator, in the event the designated administrator is the suspected perpetrator, for their school building. If the conduct also constitutes child abuse, the employee must make mandatory reports in accordance with Board policy JHFE/ GBNAB – Suspected Abuse of a Child Reporting Requirements.

If the Superintendent is the alleged perpetrator the report shall be submitted to the Human Resources Director who shall report the suspected sexual conduct to the Board chair.

If an employee fails to report suspected sexual conduct or fails to maintain confidentiality of records, the employee will be disciplined up to and including dismissal.

When the a designated licensed administrator receives a report of suspected sexual conduct by a District employee, contractor, agent or volunteer, the administrator will follow procedures established by the District and set forth in the District's administrative regulation JHFF/GBNAA-AR - Suspected Sexual Conduct Report Procedures and Form. All such reports will be reported to the Oregon Department of Education (ODE) or Teacher Standards and Practices Commission (TSPC) as appropriate, for investigation in accordance with such administrative regulation. The agency receiving a report will complete an investigation regardless of any changes in the relationship or duties of the person who is the alleged perpetrator.

When there is reasonable cause to support the report, a District employee suspected of sexual conduct shall be placed on paid administrative leave pending an investigation and the District will take necessary actions to ensure the student's safety.

When there is reasonable cause to support the report, a District contractor, agent or volunteer suspected of sexual conduct shall be removed from providing services to the District and the District will take necessary actions to ensure the student's safety.

The District will notify, as allowed by state and federal law, the person who was subjected to the suspected sexual conduct about any actions taken by the District as a result of the report.

A District employee, contractor or agent will not assist another District employee, contractor or agent in obtaining a new job if the individual knows, or has reasonable cause to believe the District employee, contractor or agent engaged in sexual conduct. Nothing in this policy prevents the District from disclosing information required by law or providing the routine transmission of administrative and personnel files pursuant to law.

The initiation of a report in good faith about suspected sexual conduct may not adversely affect any terms or conditions of employment or the work environment of the person who initiated the report or who may have been subject to sexual conduct. If a student initiates a report of suspected sexual conduct by a District employee, contractor, agent or volunteer in good faith, the student will not be disciplined by the District or any District employee, contractor, agent or volunteer.

The District will provide to employees at the time of hire, or to a contractor, agent or volunteer at the time of beginning service for the District, the following:

1. A description of conduct that may constitute sexual conduct;

**BETHEL SCHOOL DISTRICT #52
BOARD OF EDUCATION POLICY STATEMENT**

2. A description of the investigatory process and possible consequences if a report of suspected sexual conduct is substantiated; and
3. A description of the prohibitions imposed on District employees, contractors and agents when they attempt to obtain a new job, pursuant to ORS 339.378(2).

All District employees are subject to Board policy GCAB - Personal Electronic Devices and Social Media - Staff regarding appropriate electronic communications with students.

Any electronic communications with students by a contractor, agent or volunteer for the District will be appropriate and only when directed by District administration. When communicating with students electronically regarding school-related matters, contractors, agents or volunteers shall use District e-mail using mailing lists and/or other internet messaging approved by the District to a group of students rather than individual students or as directed by District administration. Texting or electronically communicating with a student through contact information gained as a contractor, agent or volunteer for the District is prohibited.

The Superintendent shall develop administrative regulations to implement this policy and to comply with state law.

REPORTS

None.

ATTACHMENTS

None.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)
[ORS 339.370 - 339.400](#)
[ORS 419B.005 - 419B.045](#)

Senate Bill 155 (2019)

Every Student Succeeds Act, 20 U.S.C. § 7926 (2018).
House Bill 2136 (2021).
Senate Bill 51 (2021).

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BETHEL SCHOOL DISTRICT #52
BOARD OF EDUCATION POLICY STATEMENT

Subject: Personal Electronic Devices and Social Media - Staff

Policy Number: GCAB Effective Date: 8/2024

Date of Original Policy and Revisions: 1/13, 1/15, 1/20

Cancels Policy No.: N/A Dated: N/A

Date of Next Review: 8/2027

POLICY

Staff possession or use of personal electronic devices on District property, in District facilities during the work day and while the staff is on duty in attendance at District-sponsored activities may be permitted subject to the limitations set forth in this policy and consistent with any additional school rules as may be established by the Superintendent or designee. At no time, whether on duty or off duty, will a personal electronic device be used in a manner that interferes with staff duty and responsibility for the supervision of students.

A “personal electronic device” is a device that is not issued by the District and is capable of electronically communicating, sending, receiving, storing, recording, reproducing and/or displaying information and data.

Personal electronic devices shall be silenced during instructional time, while on duty or at any other time where such use of the device would cause a disruption of school activities, student learning or interfere with an employee’s work assignment. While an employee is on duty, personal electronic devices brought to school will be restricted to work or instructional-related activities only. The District will not be liable for loss or damage to personal electronic devices brought to District property and District-sponsored activities.

Staff members, while on duty and off duty, will utilize social network sites (e.g., Facebook, Instagram, ~~Twitter~~ X, etc.), public websites and blogs, judiciously by not posting confidential or personally identifiable information about students, staff, or District business without appropriate permission. Staff members, while on duty and off duty, will treat fellow employees, students, families, and the public with respect while posting in order to prevent substantial disruption in school.

Communication with students and families using personal communication devices will be appropriate and professional at all times. Communication with students using personal communication devices regarding non-school-related matters is prohibited during work hours and strongly discouraged at all other times. If communicating with students electronically regarding school-related matters, staff should use District-provided e-mail using mailings and/or other internet messaging or media to a group of students rather than individual students. If using other means of electronic communication, staff members are strongly encouraged to maintain a record of all electronic communication. Texting a student while off duty is strongly discouraged.

Exceptions to the prohibitions set forth in this policy may be made for health, safety, or emergency reasons with Superintendent or designee approval.

Staff are subject to disciplinary action up to and including dismissal for using a personal communication device in any manner that is illegal or violates the terms of this policy. Staff actions on social network sites, public websites, blogs and other social media, while on or off duty, which disrupt the school environment, are subject to disciplinary action up to and including dismissal. A “disruption” for purposes

**BETHEL SCHOOL DISTRICT #52
BOARD OF EDUCATION POLICY STATEMENT**

of this policy includes but is not limited to, one or more parent requests to remove their children from a particular class or particular school, actual withdrawal of a student or students from a particular class or particular school and/or a threatened, perceived, or actual negative impact on the learning environment.

The taking, disseminating, transferring or sharing of obscene, pornographic or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing etc.) may constitute a crime under state and/or federal law. Any person taking, disseminating, transferring or sharing obscene, pornographic or otherwise illegal images or photographs, will be reported to law enforcement and/or other appropriate state or federal agencies. Reported violations of this policy will be investigated.

The Superintendent or designee shall ensure that this policy is available to all employees.

REPORTS

None.

ATTACHMENTS

None.

END OF POLICY

REFERENCES / COMMENTS

Legal Reference(s):

ORS 163.432	ORS 163.700
ORS 163.433	ORS 167.054
ORS 163.684	ORS 167.057
ORS 163.686	ORS 326.011
ORS 163.687	ORS 326.051
ORS 163.688	ORS 332.072
ORS 163.689	ORS 332.107
ORS 163.693	ORS 339.372

Senate Bill 155 (2019)

18 U.S. C. § 1466A (2018)

18 U.S. C. § 1470 (2018)

20 U.S. C. § 7906 (2018)

20 U.S. C. § 7131 (2018)

Copyrights, Title 17, as amended, United States Code (2018); 19 CFR Part 133 (2019).

Melzer v. Bd. Of Educ., City of New York, 336 F.3d 185 (2d Cir. 2003).

Ross v. Springfield Sch. Dist., No. FDA 80-1, aff'd, 56 Or. App. 197, rev'd and remanded, 294 Or. 357 (1982), order on remand (1983), aff'd, 71 Or. App. 111 (1984), rev'd and remanded, 300 Or. 507 (1986), order on second remand (1987), revised order on second remand (1988).

BETHEL SCHOOL DISTRICT #52
BOARD OF EDUCATION POLICY STATEMENT

Subject: Sick Time

Policy Number: GCBDD/GDBDD Effective Date: 9/2024

Date of Original Policy and Revisions: 5/16

Cancels Policy No.: _____ Dated: _____

Date of Next Review: 9/2027

POLICY

“Employee” means an individual who is employed by the District and who is paid on an hourly, stipend or salary basis, and for whom withholding is required under Oregon Revised Statute (ORS) 316.162-316.221. The definition does not include volunteers or independent contractors.

Employees qualify to begin earning and accruing sick time on the first day of employment with the District.

A District employing 10 or more employees shall allow an eligible employee to access up to 40 hours of paid sick time per year. Paid sick time shall accrue at the rate of at least one hour of paid sick time for every 30 hours the employee works, or 1-1/3 hours for every 40 hours the employee works.

The employee may carry up to 40 hours of unused sick time from one year to the subsequent year. An employee is limited to accruing no more than 80 hours of sick time, using no more than 40 hours of sick time in a year.

Sick time shall be taken in hourly increments and may be used for the employee’s or a family member’s¹ mental or physical illness, injury or health condition, need for medical diagnosis, care or treatment of a mental or physical illness, injury or health condition or need for preventive care, or for reasons consistent with the Family Medical Leave Act (FMLA), ~~or Oregon Family Leave Act (OFLA), or Paid Leave Oregon (PLO)~~. Sick time may also be used in the event of a public health emergency.

The use of sick time may not lead to, or result in, an adverse employment action against the employee.

The District reserves the right after three consecutive days of absence, to require proof of personal illness or injury from an employee, including a medical examination by a physician chosen and paid for by the District. An employee refusing to submit to such an examination or to provide other evidence as required by the District, shall be subject to appropriate disciplinary action, up to and including dismissal.

When the reason for sick time is consistent with FMLA/OFLA/PLO leave, the sick time and the FMLA/OFLA/PLO leave may run concurrently.

When the reason for sick time is consistent with ORS 332.507, the sick time and leave pursuant to ORS 332.507 may run concurrently.

If the reason for sick time is a foreseeable absence, the District may require the employee to provide advance notice of their intention to use sick time within 10 days of the requested sick time, or as soon as practicable. When the employee uses sick time for a foreseeable absence, the employee shall take reasonable effort to schedule the sick time in a manner that does not unduly disrupt the operations of the District (e.g., grading deadlines, in-service training, mandatory meetings).

¹“Family member” is defined by the Oregon Family Leave Act (OFLA).

**BETHEL SCHOOL DISTRICT #52
BOARD OF EDUCATION POLICY STATEMENT**

If the reason for sick time is unforeseeable, such as an emergency, accident or sudden illness, the employee shall notify the District consistent with the reporting time established by the District or at least 24 hours in advance or as soon as practicable.

The District shall establish a standard process to track the eligibility for sick time of a substitute.

REPORTS

None.

ATTACHMENTS

None.

END OF POLICY

REFERENCES / COMMENTS

Legal References:

[ORS 332.507](#)
[ORS 342.545](#)

[ORS 342.610](#)
[ORS 659A.150](#) to -659A.186

SB 454 (2015)

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213; 29 C.F.R. Part 1630 (2006); 28 C.F.R. Part 35 (2006).

Family and Medical Leave Act of 1993, 29 U.S.C. §§ 2601-2654 (2006); Family and Medical Leave Act of 1993, 29 C.F.R. Part 825 (2006).

Americans with Disabilities Act Amendments Act of 2008.

**BETHEL SCHOOL DISTRICT #52
BOARD OF EDUCATION POLICY STATEMENT**

Subject: Staff Ethics

Policy Number: GBC Effective Date: 8/2024

Date of Original Policy and Revisions: 10/08, 7/10, 10/11, 3/15, 1/19

Cancels Policy No.: _____ Dated: _____

Date of Next Review: 8/2027

POLICY

Prohibited Use Of Official Position Or Financial Gain

No District employee will attempt to use their District position to obtain financial gain or avoidance of financial detriment for themselves, relatives, members of household or for any business with which the employee, a household member or relative is associated, if the financial gain or avoidance of financial detriment would not otherwise be available but for the District employee's employment with the District.

This prohibition does not apply to any part of an official compensation package, as approved by the Board, honorarium, reimbursement of expenses, or unsolicited awards of professional achievement. Further, this prohibition does not apply to gifts from one without a legislative or administrative interest. Nor does it apply if the gift is under the \$50 gift limit for one who has a legislative or administrative interest in any matter subject to the decision or vote of the District employee.

The employee may receive District or school logo apparel as part of the employee's official compensation package.

District employees will not engage in, or have a personal financial interest in, any activity that raises a reasonable question regarding the use of their official position in regards to their duties and responsibilities as District employees. This would also apply to any personal financial benefit for the District employee's relative or member of household of the employee, or any business with which the District employee or a relative or member of the household of the District employee is associated. This means that:

1. Employees, relatives or members of the District employee's household will not use the employee's position to obtain financial gain or avoidance of financial detriment from students, parents or staff;
2. Any device, publication or any other item developed during the employee's paid time shall be District property;
3. Employees will not further personal gain through the use of confidential information gained in the course of or by reason of position or activities in any way;
4. No District employee may serve as a Board or budget committee member in the District;
5. An employee will not perform any duties related to an outside job during their regular working hours or during the additional time he/she needs to fulfill the position's responsibilities; nor will an employee use any District facilities, equipment or materials in performing outside work.
6. If an employee authorizes a public contract, the employee may not have a direct beneficial financial interest in that public contract for two years after the date the contract was authorized.

**BETHEL SCHOOL DISTRICT #52
BOARD OF EDUCATION POLICY STATEMENT**

If a District employee has a potential or actual conflict of interest, the District employee must notify their supervisor in writing of the nature of the conflict and request that the supervisor disposes of the matter giving rise to the conflict. This must be done on each occasion the District employee is met with a conflict of interest.

“Potential conflict of interest” means any action or any decision or recommendation by a District employee that could result in a financial benefit or detriment for self or relatives or for any business with which the District employee or relatives are associated, unless otherwise provided by law.

“Actual conflict of interest” means any action or any decision or recommendation by a District employee that would result in a financial benefit or detriment for self or relatives or for any business with which the District employee or relatives are associated, unless otherwise provided by law.

In order to avoid violation of nepotism provisions and District policy, District employees must abide by the following when an employee’s relative or member of the household of the District employee, is seeking and/or holds a position with the District:

1. A District employee may not appoint, employ, promote, discharge, fire or demote or advocate for such an employment decision for a relative or a member of the household, unless he/she complies with the conflict of interest requirements of Oregon Revised Statute (ORS) Chapter 244. This rule does not apply to employment decisions regarding unpaid volunteer position, unless it is a Board-related position.
2. A District employee may not participate as a public official in any interview, discussion, or debate regarding the appointment, employment, promotion, discharge, firing, or demotion of a relative or a member of the household. An employee may still serve as a reference, provide a recommendation, or perform other acts that are part of the normal job functions of the employee.
3. More than one member of an employee’s family may be hired as a regular District employee. In accordance with Oregon law, however, the District may refuse to hire individuals, or may transfer current employees, in situations where an appointment would place one family member in a position of exercising supervisory, appointment or grievance adjustment authority over another member of the same family. Employees who are members of the same family may not be assigned to work in the same building or department except by the Superintendent’s or designee’s approval.

“Member of the household” means any person who resides with the employee.

“Relative” means: the spouse¹, parent, step-parent, child, sibling, son-in-law or daughter-in-law of the employee; or the parent, step-parent, child, sibling, step-sibling, son-in-law or daughter-in-law of the spouse of the employee. Relative also includes any individual for whom the employee has a legal support obligation, whose employment provides benefits² to the employee, or who receives any benefit from the employee’s public employment.

¹ The term spouse includes domestic partner

² Examples of benefits may include, but not be limited to, elements of an official compensation package including benefits such as insurance, tuition or retirement allotments.

**BETHEL SCHOOL DISTRICT #52
BOARD OF EDUCATION POLICY STATEMENT**

I. GIFTS

District employees must comply with the following rules involving gifts:

Employees are public officials and therefore will not solicit or accept a gift or gifts with an aggregate value in excess of \$50 from any single source in a calendar year that has a legislative or administrative interest in any matter subject to the decision or vote of the District employee. All gift related provisions apply to the employee, their relatives, and members of their household. The \$50 gift limit applies separately to the employee, and to the employee's relatives or members of household, meaning that the employee and each member of their household and relative can accept up to \$50 each from the same source/gift giver. A gift may be received by the District employee from, but not limited to, another District employee, a student or parent of a student or a vendor within the \$50 gift limit. Except for exclusions in ORS 244.040(2), an item received by an employee from the District is prohibited.

“Gift” means something of economic value given to an employee without valuable consideration of equivalent value, which is not extended to others who are not public officials on the same terms and conditions.

“Relative” means the spouse³, parent, step-parent, child, sibling, step-sibling, son-in-law or daughter-in-law of the employee; or the parent, step-parent, child, sibling, step-sibling, son-in-law or daughter-in-law of the employee's spouse. Relative also includes any individual for whom the employee has a legal support obligation, whose employment provides benefits⁴ to the employee, or who receives any benefit from the employee's public employment.

“Member of the household” means any person who resides with the employee.

Determining the Source of Gifts

Employees, the employee's relatives or members of the employee's household should not accept gifts in any amount without obtaining information from the gift giver as to who is the source of the gift. It is the employee's personal responsibility that no single source provides gifts exceeding an aggregate value of \$50 in a calendar year, if the source has a legislative or administrative interest in any matter subject to the decision or vote of the District employee. If the giver does not have a legislative or administrative interest, the \$50 limit does not apply and the employee need not keep track of it, although they are advised to do so anyway in case of a later dispute.

Determining Legislative and Administrative Interest

A legislative or administrative interest means an economic interest distinct from that of the general public, in any action subject to the official decision of an employee.

A decision means an act that commits the District to a particular course of action within the employee's scope of authority and that is connected to the source of the gift's economic interest. A decision is not a recommendation or work performed in an advisory capacity. If a supervisor delegates the decision to a subordinate but retains responsibility as the final decision maker, both the subordinate and supervisor's actions would be considered a decision.

Determining the Value of Gifts

³ Ibid. p. 2

⁴ Ibid. p. 2

**BETHEL SCHOOL DISTRICT #52
BOARD OF EDUCATION POLICY STATEMENT**

The fair market value of the merchandise, goods, or services received will be used to determine benefit or value.

“Fair market value” is the dollar amount goods or services would bring if offered for sale by a person who desired, but was not obligated, to sell and purchased by one who is willing, but not obligated, to buy. Any portion of the price that was donated to charity, however, does not count toward the fair market value of the gift if the employee does not claim the charitable contribution on personal tax returns. Below are acceptable ways to calculate the fair market value of a gift:

1. In calculating the per person cost at receptions or meals the payer of the employee’s admission or meal will include all costs other than any amount donated to a charity.

For example, a person with a legislative or administrative interest buys a table for charitable dinner at \$100 per person. If the cost of the meal was \$25 and the amount donated to charity was \$75, the benefit conferred on the employee is \$25. This example requires that the employee does not claim the charitable contribution on personal tax returns.

2. For receptions and meals with multiple attendees, but with no price established to attend, the source of the employee’s meal or reception will use reasonable methods to determine the per-person value or benefit conferred. The following examples are deemed reasonable methods of calculating value of benefit conferred:

- a. The source divides the amount spent on food, beverage and other costs (other than charitable contributions) by the number of persons whom the payer reasonably expects to attend the reception or dinner;
- b. The source divides the amount spent on food, beverage and other costs (other than charitable contributions) by the number of persons who actually attend the reception or dinner; or
- c. The source calculates the actual amount spent on the employee.

Upon request by the employee, the source will give notice of the value of the merchandise, goods, or services received.

Attendance at receptions where food and beverage is provided as part of the reception is permitted without regard to the fair market value of the food and beverage provided.

Value of Unsolicited Tokens or Awards: Resale value

Employees may accept unsolicited tokens or awards that are engraved or are otherwise personalized items. Such items are deemed to have a resale value under \$25 (even if the personalized item cost the source more than \$50), unless the personalized item is made from gold or some other valuable material that would have value over \$25 as a raw material.

Entertainment

Employees may not solicit or accept any gifts of entertainment over \$50 in value from any single source in a calendar year that has a legislative or administrative interest in any matter subject to the decision of the employee unless:

1. The entertainment is incidental to the main purpose of another event (i.e. a band playing at a reception). Entertainment that involves personal participation is not incidental to another event (such as a golf tournament at a conference); or

**BETHEL SCHOOL DISTRICT #52
BOARD OF EDUCATION POLICY STATEMENT**

2. The employee is acting in their official capacity for a ceremonial purpose.

Entertainment is ceremonial when an employee appears at an entertainment event for a “ceremonial purpose” at the invitation of the source of the entertainment who requests the presence of the employee at a special occasion associated with the entertainment. Examples of an appearance by an employee at an entertainment event for ceremonial purpose include: throwing the first pitch at a baseball game, appearing in a parade and ribbon cutting for an opening ceremony.

Exceptions

The following are exceptions to the ethics rules on gifts that apply to employees.

1. Gifts from “relatives” and “members of the household” are permitted in an unlimited amount; they are not considered gifts under the ethics rules.
2. Informational or program material, publications, or subscriptions related to the recipient’s performance of official duties.
3. Food, lodging, and travel generally count toward the \$50 aggregate amount per year from a single source with a legislative/administrative interest, with the following exceptions.

Organized Planned Events. Employees are permitted to accept payment for travel conducted in the employee’s official capacity, for certain limited purposes:

- a. Reasonable expenses (i.e. food, lodging, travel, fees) for attendance at a convention, fact-finding mission or trip, or other meetings do not count toward the \$50 aggregate amount IF:
 1. The employee is scheduled to deliver a speech, make a presentation, participate on a panel, or represent the District; AND
 - a. The giver is a unit of a:
 - i. Federal, state, or local government
 - ii. An Oregon or federally recognized Native-American Tribe: OR
 - iii. Non-profit corporation.
 2. The employee is representing the District:
 - a. On an officially sanctioned trade-promotion or fact finding mission; OR
 - b. Officially designated negotiations or economic development activities where receipt of the expenses is approved in advance by the Superintendent.

The purpose of the exception in a. above is to allow employees to attend organized, planned events and engage with the members of organizations by speaking or answering questions, participating in panel discussions or otherwise formally discussing matters in their official capacity. This exception to the gift definition does not authorize private meals where the participants engage in discussion.

**BETHEL SCHOOL DISTRICT #52
BOARD OF EDUCATION POLICY STATEMENT**

4. Food or beverage, consumed at a reception, meal, or meeting IF held by an organization and IF the employee is at the event to give a speech or answer questions as part of a scheduled program.

“Reception” means a social gathering. Receptions are often held for the purpose of extending a ceremonial or formal welcome and may include private or public meetings during which guests are honored or welcomed. Food and beverages are often provided, but not as a plated, sit-down meal.

5. Food or beverage consumed by an employee acting in an official capacity in the course of financial transactions between the public body and another entity described in [ORS 244.020\(7\)\(b\)\(I\)\(i\)](#).
6. Waiver or discount of registration expenses or materials provided to employee at a continuing education event that the employee may attend to satisfy a professional licensing requirement.
7. An item received by the Board member as part of the usual or customary practice of the Board member’s private business, employment or position as a volunteer that bears no relationship to the Board member’s holding of public office.
8. Reasonable expenses paid to employee for accompanying students on an educational trip.

Honoraria

An employee may not solicit or receive, whether directly or indirectly, honoraria for the employee or any relative or member of the household of the employee if the honoraria are solicited or received in connection with the official duties of the employee.

The honoraria rules do not prohibit the solicitation or receipt of an honorarium or a certificate, plaque, commemorative token or other item with a value of \$50 or less; or the solicitation or receipt of an honorarium for services performed in relation to the private profession, occupation, avocation or expertise of the employee.

REPORTS

None.

ATTACHMENTS

None.

END OF POLICY

REFERENCES / COMMENTS

[ORS 244.010](#) to [244.400](#)

[ORS 332.016](#)

[ORS 659A.309](#)

[OAR 199-005-0001](#) to [199-020-0020](#)

[OAR 584-020-0040](#)

OR. ETHICS COMM’N, OR. GOV’T ETHICS LAW, A GUIDE FOR PUBLIC OFFICIALS.

**BETHEL SCHOOL DISTRICT #52
BOARD OF EDUCATION POLICY STATEMENT**

Subject: Staff/Student/Parent Relations

Policy Number: GBH/JECAC Effective Date: 9/2024

Date of Original Policy and Revisions: 5/09, 11/11, 12/14, 4/18

Cancels Policy No.: _____ Dated: _____

Date of Next Review: 9/2027

POLICY

The Board encourages parents to be involved in their student’s school educational activities and, unless otherwise ordered by the courts, an order of sole custody on the part of one parent shall not deprive the other parent of the following authority as it relates to:

1. Receiving and inspecting their student’s education records and consulting with school staff concerning the student’s welfare and education, to the same extent as provided the parent having sole custody;
2. Authorizing emergency medical, dental, psychological, psychiatric or other health care for the student if the custodial parent is, for practical reasons, unavailable.

It is the responsibility of the parent with sole custody to provide any court order or parental plan that curtails the rights of the noncustodial parent at the time of enrollment or any other time a court order is issued. ~~Unless provided by court order or a parental plan, a student shall not be released to the noncustodial parent nor shall the noncustodial parent be granted visitation or phone access during the school day.~~

In the case of joint custody, the District will adhere to all conditions specified and ordered by a the court when provided. ~~The District may request in writing any special requests or clarifications in areas concerning the student and the District’s relationship and responsibilities.~~

The District will use reasonable methods to identify and authenticate the identity of both parents.

REPORTS

None.

ATTACHMENTS

None.

END OF POLICY

REFERENCES / COMMENTS

- [ORS 107.101](#)
- [ORS 107.102](#)
- [ORS 107.106](#)
- [ORS 107.154](#)
- [ORS 109.056](#)
- [ORS 163.245](#) - [ORS 163.257](#)

Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g (20062012); Family Educational Rights and Privacy, 34 C.F.R. Part 99 (20082017).

BETHEL SCHOOL DISTRICT #52
BOARD OF EDUCATION POLICY STATEMENT

Protection of Pupil Rights, 20 U.S.C. § 1232h (2006~~2012~~); Student Rights in Research, Experimental Programs and Testing, 34 C.F.R. Part 98 (2006~~2017~~).

BETHEL SCHOOL DISTRICT #52
BOARD OF EDUCATION POLICY STATEMENT

Subject: Staff/Student/Parent Relations

Policy Number: JECAC/GBH Effective Date: 9/2024

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REPORTS

None.

ATTACHMENTS

None.

END OF POLICY

REFERENCES / COMMENTS

[ORS 107.101](#)

[ORS 107.102](#)

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BETHEL SCHOOL DISTRICT #52
BOARD OF EDUCATION POLICY STATEMENT

Protection of Pupil Rights, 20 U.S.C. § 1232h (~~2006~~2012); Student Rights in Research, Experimental Programs and Testing, 34 C.F.R. Part 98 (~~2006~~2017).



August 28, 2024

RESOLUTION NO. 24-25: 3

RESOLUTION: CONSENT AGENDA/PERSONNEL ACTION

The Board of Directors, School District No. 52, Lane County, approves personnel action involving licensed employees and extra duty contracts at each regularly scheduled School Board meeting. If the Board of Directors would like to discuss any of these recommendations in executive session, the employee should be identified by the number preceding the name and it will be withdrawn pending further instruction from the Board. Remie Calalang is available for questions.

RECOMMENDATION:

It is recommended that the School Board approve the Consent Agenda as reflected in this resolution and any addendum presented along with this resolution.

#	Name	Type	Description
1.	Acosta, Annetoinette	Temporary Hire for 2024-25	Offer 1 st Year Temporary Contract for 1.0 FTE ELA/Social Studies Teacher @Prairie Mountain; replaces: Peggy Doty; start date: 8/26/2024.
2.	Acree, Mia	Hire for 2024-25	Offer 1 st Year Probationary Contract for 0.8 FTE Music Teacher @Meadow View; replaces: Kelsey Janes; start date: 8/26/2024.
3.	Acree, Mia	Hire for 2024-25	Offer Extra Duty Contract for Elementary Music Director @Meadow View.
4.	Bandow, Jeff	Hire for 2024-25	Offer 1 st Year Probationary Contract for 1.0 FTE CTE Teacher @Kalapuya; start date: 8/26/2024.
5.	Berry, Michael	Resignation	Accept resignation effective August 16, 2024; position held: Behavior Consultant @District Office; 1 year at Bethel.
6.	Bond, Angel	Temporary Hire for 2024-25	Offer 1 st Year Temporary Contract for 1.0 FTE 5 th Grade Teacher @Malabon; start date: 8/26/2024.
7.	Borton, Emma	Infant Care Leave	Approve 1.0 FTE Infant Care Leave from 8/26/2024 through 12/6/2024; and 0.5 FTE Infant Care Leave from 12/9/2024 through the end of the 2024-25 school year; Position: 2 nd Grade Teacher @Fairfield.
8.	Brunskill, Kim	Temporary Hire for 2024-25	Offer 1 st Year Temporary Contract for 1.0 FTE School Counselor @Danebo; replaces: Deanna Chappell; start date: 8/21/2024.
9.	Davidson, Will	Hire for 2024-25	Offer Extra Duty Contract for SEL/WIN Coach @District Office.
10.	Davis, Relée	Resignation	Accept resignation effective August 31, 2024; position held: ELD Teacher @Fairfield; 7 years at Bethel.
11.	Dinh, Bethany	Hire for 2024-25	Offer 1 st Year Probationary Contract for 1.0 FTE PE Teacher @Clear Lake; replaces: Joe Randall; start date: 8/26/2024.

12.	Dodds, Ben	Additional Temporary Hours for 2024-25	Offer Temporary Contract for additional 0.5 FTE job share with Steve Miller; position: Social Studies Teacher @Willamette; start date: 8/26/2024; total: 1.0 FTE.
13.	Footlik, Sam	Job Share	Approve job share with Sydney Mohammed & Jordan Pike for the 2024-25 school year; Position: 3 rd Grade Teacher @Prairie Mountain.
14.	Foutz, Avery	Temporary Hire for 2024-25	Offer 1 st Year Temporary Contract for 1.0 FTE School Psychologist Intern @District Office; start date: 8/26/2024.
15.	Gonzalez, Isley	Temporary Hire for 2024-25	Offer 1 st Year Temporary Contract for 1.0 FTE Student Success Teacher @Willamette; replaces: Megan Sullivan (DO); start date: 8/26/2024.
16.	Gonzalez-Cas, Arianna	Temporary Hire for 2024-25	Offer 1 st Year Temporary Contract for 1.0 FTE School Counselor @Prairie Mountain; replaces: Sonja Wright; start date: 8/26/2024.
17.	Hatch, Joy	Leave of Absence	Approve 0.67 FTE Miscellaneous Leave of Absence for the 2024-25 school year; position: Spanish Teacher @Willamette.
18.	Hemmele, Jessica	Hire for 2024-25	Offer 1 st Year Probationary Contract for 1.0 FTE Social Communication Teacher @Prairie Mountain; replaces: Jenni Baccus; start date: 8/26/2024.
19.	Hendrix, Reve	FTE Reduction	Approve reduction of FTE from 1.0 FTE to 0.5 FTE for the 2024-25 school year; position: Art Teacher @Meadow View.
20.	Janes, Kelsey	Resignation	Accept resignation effective immediately; position held: Music Teacher @Meadow View; 5 years at Bethel.
21.	Kelley, Lori	Additional Temporary Hours for 2024-25	Offer Temporary Contract for additional .5 FTE Music Teacher @Clear Lake; Total: 1.0 FTE.
22.	Kennedy, Tara	Temporary Hire for 2024-25	Offer 1 st Year Temporary Contract for 1.0 FTE 5 th Grade Teacher @Clear Lake; replaces: Wayne Repos; start date: 8/26/2024.
23.	Krecklow, Cailin	Hire for 2024-25	Offer 1 st Year Probationary Contract for 1.0 FTE Social Communication Teacher @Meadow View; start date: 8/26/2024.
24.	Kunhardt, Taylor	Temporary Hire for 2024-25	Offer 1 st Year Temporary Contract for 1.0 FTE Teacher @Kalapuya; start date: 8/26/2024.
25.	Larson, Hannah	Hire for 2024-25	Offer Extra Duty Contract for SEL/WIN Coach @District Office.
26.	Leguizamon, Kelly	Hire for 2024-25	Offer Extra Duty Contract for SEL/WIN Coach @District Office.
27.	Liebenberg-Battles, Kim	Infant Care Leave	Approve .5 FTE Infant Care Leave for the 2024-25 school year; position: Title Teacher @Irving.
28.	Manley, Clair	Temporary Hire for 2024-25	Offer 1 st Year Temporary Contract for 0.5 FTE 4 th Grade Teacher @Fairfield; replaces: Shannon Nye; start date: 8/26/2024.
29.	Martins, Tony	Resignation	Accept resignation effective immediately; position held: Core Teacher @Kalapuya; 9 years at Bethel.
30.	Michlanski, Nicole	Temporary Hire for 2024-25	Offer 2 nd Year Temporary Contract for 1.0 FTE 5 th Grade Teacher @Irving; replaces: Windy Leona; start date: 8/26/2024.
31.	Miller, Steve J.	Job Share	Approve job share with Ben Dodds for the 2024-25 school year; Position: Social Studies Teacher @Willamette.

32.	Mohammed, Sydney *REVISED*	Job Share	Approve job share with Sam Footlik & Jordan Pike for the 2024-25 school year; Position: 3 rd Grade Teacher @Prairie Mountain.
33.	Mosteller, Emily	Hire for 2024-25	Offer Extra Duty Contract for Affinity Group Leader @Irving; start date: 8/26/2024.
34.	Myrie, Jessica	Hire for 2024-25	Offer 1 st Year Probationary Contract for 1.0 FTE ELD Teacher @Malabon; replaces: Beth Clarke; start date: 8/26/2024.
35.	O'Connor, Jake	Temporary Hire for 2024-25	Offer 1 st Year Temporary Contract for 1.0 FTE PE Teacher @Danebo; replaces: Jeannelle Mahle; start date: 8/26/2024.
36.	Pelkey, Amy	Hire for 2024-25	Offer Extra Duty Contract for Affinity Group Leader @Irving; start date: 9/3/2024.
37.	Philippi, Rebecca	Hire for 2024-25	Offer 1 st Year Probationary Contract for 1.0 FTE Life Skills Teacher @Clear Lake; replaces: Stacy Shelton; start date: 8/26/2024.
38.	Pike, Jordan	Temporary Hire for 2024-25	Offer 1 st Year Temporary Contract for 1.0 FTE 5 th Grade Teacher @Prairie Mountain; replaces: Sam Footlik & Sydney Mohammed job share; start date: 8/26/2024.
39.	Reetz, Mike	Additional Temporary Hours for 2024-25	Offer Temporary Contract for .17 FTE Zero Period Jazz Band Teacher @Shasta.
40.	Reposa, Wayne	Hire for 2024-25	Offer 2 nd Year Probationary Contract for 1.0 FTE School Counselor @Clear Lake; replaces: Jordan Ramos; start date: 8/26/2024.
41.	Richer, Ann	Temporary Hire for 2024-25	Offer 1 st Year Temporary Contract for 0.5 FTE Middle School Math/Science Teacher @Prairie Mountain; replaces: Nathan Ratalisky; start date: 8/26/2024.
42.	Rusk, Sally	Hire for 2024-25	Offer Extra Duty Contract for SEL/WIN Coach @District Office.
43.	Salzman-Coon, Olivia	Temporary Hire for 2024-25	Offer 1 st Year Temporary Contract for 1.0 FTE Music Teacher @Danebo; replaces: Kristin Bond; start date: 8/26/2024.
44.	Salzman-Coon, Olivia	Hire for 2024-25	Offer Extra Duty Contract for Elementary Music Director @Danebo.
45.	Sears, Nellie	Temporary Hire for 2024-25	Offer 1 st Year Temporary Contract for 1.0 FTE 2 nd Grade Teacher @Prairie Mountain; start date: 8/26/2024.
46.	Snow, Haley	Temporary Hire for 2024-25	Offer 1 st Year Temporary Contract for 0.5 FTE Science Teacher @Willamette; replaces: Nannette Petersen; start date: 8/26/2024.
47.	Sodeman, Brontae	Temporary Hire for 2024-25	Offer 1 st Year Temporary Contract for 1.0 FTE 1 st Grade Teacher @Fairfield; start date: 8/26/2024.
48.	Spicer, Brooke	Hire for 2024-25	Offer Extra Duty Contract for Assistant Volleyball Coach @Willamette.
49.	Swartz, Nazia	Temporary Hire for 2024-25	Offer 1 st Year Temporary Contract for 1.0 FTE Student Success Teacher @Willamette; replaces: Spencer Lake; start date: 8/26/2024.
50.	Taylor, Scott	Temporary Hire for 2024-25	Offer 1 st Year Temporary Contract for 1.0 FTE Resource Room Teacher @Cascade; replaces: Kyle Gordon; start date: 8/26/2024.
51.	Toledo, Haley	Temporary Hire for 2024-25	Offer 1 st Year Temporary Contract for 1.0 FTE ELA/Social Studies Teacher @Willamette; replaces: Stephen North; start date: 8/26/2024.

52.	Vaughan, Julie	Hire for 2024-25	Offer 1 st Year Probationary Contract for 1.0 FTE Behavior Consultant @District Office; replaces: Michael Berry; start date: 8/26/2024.
53.	Weld, Kylie	Temporary Hire for 2024-25	Offer 1 st Year Temporary Contract for 1.0 FTE 5 th Grade Teacher @Danebo; replaces: Kevin Smith; start date: 8/26/2024.
54.	Wheeler, Beth	Hire for 2024-25	Offer 1 st Year Probationary Contract for 1.0 FTE Music Teacher @Malabon and offer Extra Duty Contract for Elementary Music Director @Malabon; replaces: Melissa Erp; start date: 8/26/2024.
55.	Witty, Shannon	Hire for 2024-25	Offer Extra Duty Contract for SEL/WIN Coach @District Office.

Recommended by: Remie Calalang, Assistant Superintendent

ATTEST _____
 Clerk – Kraig Sproles

 Chair – Caleb Clark

MOVED BY _____

SECONDED BY _____

DATE _____

RESOLUTION: *Passed / Failed*

BOARD MEMBERS	AYE	NAY	ABSTAIN	ABSENT
Dræ Charles				
Debi Farr				
Ashley Espinoza				
Paul Jorgensen				
Caleb Clark				
Curt Nordling				
Robin Zygaitis				



August 28, 2024

RESOLUTION NO. 24-25: 4

BE IT RESOLVED, That the Board of Directors, School District No. 52, Lane County,
hereby adopts the following Board Policies:

GBC: Staff Ethics

GBCBA: Drug and Alcohol Abuse by Employees

ATTEST _____
Clerk – Kraig Sproles

Chair – Caleb Clark

MOVED BY _____

SECONDED BY _____

DATE _____

RESOLUTION: *Passed / Failed*

BOARD MEMBERS	AYE	NAY	ABSTAIN	ABSENT
Debi Farr				
Ashley Espinoza				
Paul Jorgensen				
Caleb Clark				
Curt Nordling				
Robin Zygaitis				
Drae Charles				

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August 28, 2024

RESOLUTION NO. 24-25: 5

BE IT RESOLVED, That the Board of Directors, School District No. 52, Lane County, hereby adopts the School Board Priorities 2024-2025, as presented.

ATTEST _____
Clerk – Kraig Sproles

Chair – Caleb Clark

MOVED BY _____

SECONDED BY _____

DATE _____

RESOLUTION: *Passed / Failed*

BOARD MEMBERS	AYE	NAY	ABSTAIN	ABSENT
Debi Farr				
Ashley Espinoza				
Paul Jorgensen				
Caleb Clark				
Curt Nordling				
Robin Zygaitis				
Drae Charles				